

TRAVEL PROFILE

This form will provide your travel coordinator with all of the basic information needed for your travel at NPS, eliminating the need for submitting the information each time you travel in the future. Modifications to your profile will be accepted at any time.

Last Name: _____ First Name: _____ Middle Initial: _____

Department: _____ Code: _____

Title at NPS: _____ Rank/rate: _____

Status (check one): Civilian: ☐ Officer: ☐ Enlisted: ☐

Gender: Male: ☐ Female: ☐

Social Security #: _____

Home Address: _____

Miles to Airport from Home Address: _____

Home Phone #: _____

Work Address: _____

Miles to Airport from Work Address: _____

Work Phone #: _____ Work Fax #: _____

E-mail address: _____

Do you have a special meal request on airlines? _____ If so, what?

Do you prefer a certain airline? _____ If so, which airline?

Where do you prefer to sit on an airline flight? Aisle ☐ Window ☐ Don't care ☐

What is your frequent flyer #? _____ Airline:

_____ Airline:

Do you prefer a certain chain of hotels? Yes ☐ No ☐ If so, which hotel?

Do you have any specific preferences in a hotel? Smoking ☐ Non-smoking ☐

Wheelchair/physically challenged accessible? ☐

Do you prefer a certain rental car company? Yes ☐ No ☐ If so, which one?

What is your government travel credit card #?

Expiration Date?

If you do not have a government travel credit card, what is your personal credit card number?

Expiration Date?

Note: A credit card number is required for SATO to make a hotel reservation.

What is your official passport #?

Expiration Date?

What is your tourist passport #?

Expiration Date?

What is your security clearance level?
